MTX-15 Terminal & Time Guardian®
Quick-Start Guide

www.amano.com/time

Time Clock Experts.com

AMANO®
Innovative Time Solutions

TO PLACE AN ORDER CALL: 866-487-4751

1 Contents & Wall Mounting

First - Remove the contents from the box:

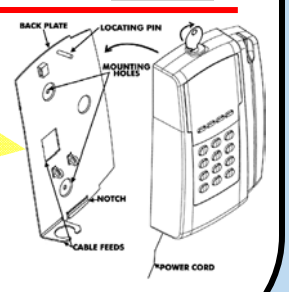
50 ft. serial to USB cable included only with TG/MTX-15 serial terminal package.

25 or 50 Mag-cards included with TG/MTX-15 packages only.

Ethernet cable included only with TG/MTX-15 Ethernet terminal package.

Next - wall mount the MTX-15 Terminal.

Note: Remove the wall mount plate by unlocking it with the supplied key. Remove the green insulating strip from the coin battery. Wall mount the unit within 6 feet of AC power and network connections (for Ethernet terminal). For direct connection with the serial terminal and the Amano CommStik™ serial-to-USB cable the unit should be mounted within 50 ft of the PC to use supplied cable without extension cable.

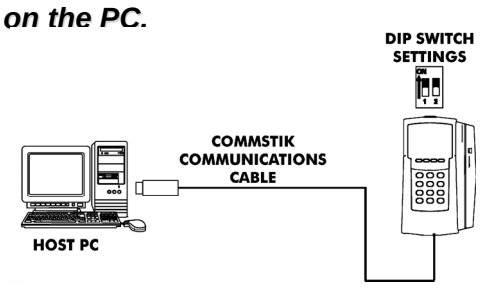


2 MTX-15 Direct PC Connection

For direct PC connection, with the back plate off, insert the RJ11 connector from the 50ft cable into the serial port on the MTX-15. Connect the other end of the 50 ft USB CommStik serial cable to an available USB port on the PC.

Optional – connect bell wires to relay contacts on terminal block for bell.

DIP Switch – For single terminal use factory setting.



Connect terminal to back plate & lock. Next, plug-in the AC adapter for the MTX-15 (to start up terminal). Time and Day/Date should appear on display (not correct until polled by TG).

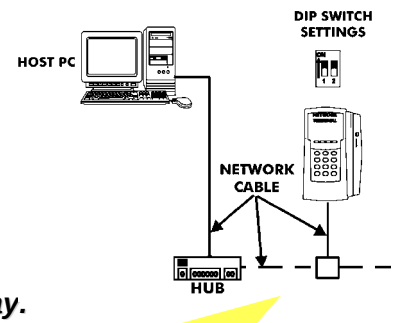
Skip to Step 3 ➔ for Ethernet connection.
Skip to Step 4 ➔ for TG Installation.

3 MTX-15 Ethernet Connection

For Ethernet PC connection, with the back plate off, insert one end of the 6ft supplied Ethernet cable into the network connection and the other end into the Ethernet port located on the bottom of the MTX-15 PCB.

See Step 2 about contact relay and DIP switch use.

Connect terminal to back plate & lock. Next, plug-in the MTX-15 AC adapter. The Time and Day/Date should appear on the terminal display.



Note: Put the terminal into the diagnostic mode, and follow the procedure described in the MTX-15 User Guide to obtain the automatic IP Address or define and store a specific IP Address (settings that might have been supplied by a network administrator).

4 TG Software Install Options

Insert the Time Guardian® (TG) CD into your PC and follow the on screen prompts. Install TG using one of these 3 options;

Standalone – Amano recommends using this default selection to install TG and the database on the same PC.

The following selections are recommended for network setup.
Server – install TG database on a server.
Client – install TG on a PC with connection to the database on a server.

Firebird – Use this default to install the Firebird database with TG.

Microsoft® SQL – Only select this option if you have Microsoft SQL Server database already installed on a server or on the PC that TG is being installed on.

Note: During software installation, you can choose from 2 database options, but Amano recommends using the Firebird default.

Note: The installation should start automatically, but if installation stalls, browse on CD to \Disk1\InstData\Windows\VM\install.exe

Note: See CD for detailed Macintosh & QuickBooks install instructions.

5 TG Software Activation

Click Next to finish the InstallShield Wizard at the end of the InstallShield. When the Amano Software Activation screen appears enter the 9-digit serial number supplied with TG and click the Activate button. Upon successful activation the registration screen will appear to perform on-line registration. Click SAVE to complete and the TG program will launch and display the initial Setup Wizard. Proceed thru the Setup Wizards to configure TG for the site.

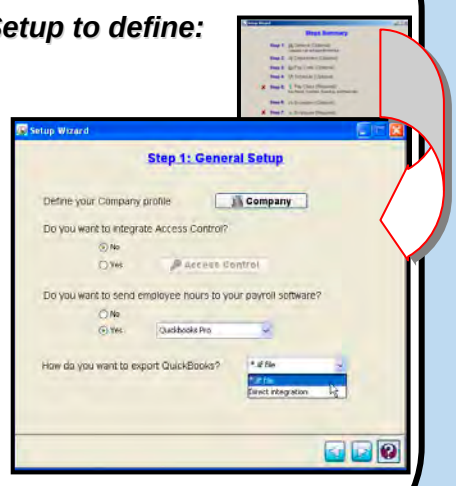
Note: If the Activation fails and/or an error message appears possibly; the serial number is wrong; there is no Internet connection with the Amano authorization server; or the same serial number was previously installed. For Activation Help and to manually activate TG contact support @ 1-800-253-9836. If you fail Activation you have 14 days to complete Activation.

For optional TG module(s) Activation see the User Guide for additional instructions or contact support @ 1-800-253-9836.

6 Wizard - General Setup

From the Steps Summary screen click the Next button to start the Setup Wizard with General Setup to define:

- **Press Company button to:**
  Enter general company info and settings for hour's format, time format, and auto poll on login.
- **Click Yes for Payroll to select from one of the 13 supplied Payroll interfaces such as QuickBooks. This provides export file settings to transfer employee's hours.**


Setup Wizard
Step 1: General Setup
Define your Company profile
Company
Do you want to integrate Access Control?
Do you want to send employee hours to your payroll software?
How do you want to export QuickBooks?

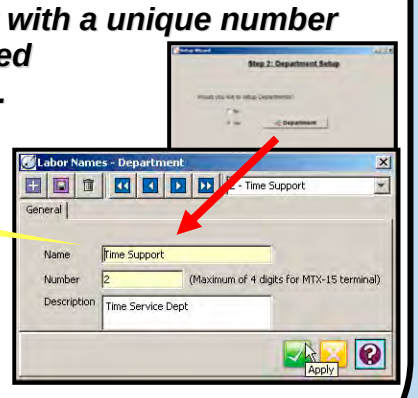
Click Next to proceed with the Department Setup.

7 Wizard – Department Setup

Department Setup is optional. However, all employees, by default, are assigned to the 1st department.

Select Yes and click on the Department button. Press the button to create a new department with a unique number and name. Departments can be used to filter employee lists and reports.

Note: When creating a department, the number & name must be entered.



Use the Save button or Apply button to save entries (universal).

All yellow fields must be filled (universal for all screens).

Click Next to proceed with the Pay Code Setup.

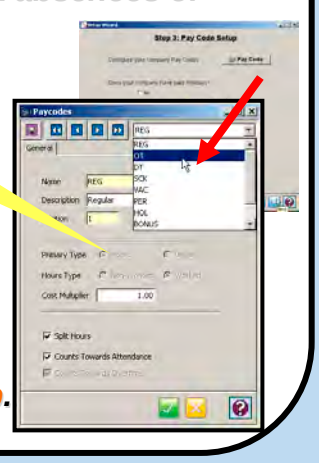
8 Wizard – Pay Code Setup

Click on the Pay Code button to edit Pay Codes from 9 pre-defined Pay Codes. You must also decide whether hours assigned to a Pay Code will count towards attendance as this would be used to track absences or exceptions.

Also, select/define;

- **Cost Multiplier**
- **Split Hours**
- **Counts Towards Overtime**

Note: Primary & Hours type fields are fixed.



Press Holidays button to create new holidays or edit pre-defined holidays.

Click Next to proceed to Schedule Setup.

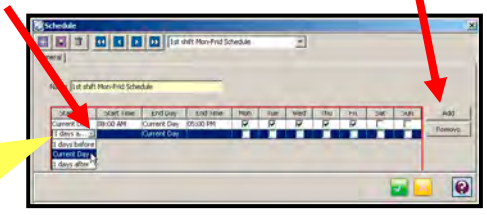
Information in this document is subject to change without notice. Reproduction in any manner without the written permission of Amano is strictly forbidden.

Time Clock Experts.com

TO PLACE AN ORDER CALL: 866-487-4751

Wizard – Schedule Setup

9 *The default for TG is No to schedule employees with no schedule assignment. To create a Schedule Click on the* Schedule *button to enter a name; then click on the Add button to select the Days of the Week, & enter Start/End times.*



Notes:
- *All salary employees require a schedule for hour's calculation.*
- *No schedule overlaps allowed and only 1 schedule per day.*

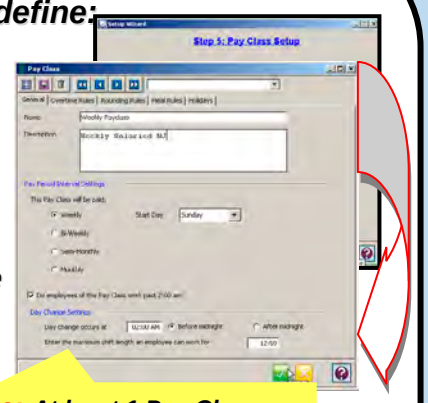
The optional Advanced Schedule Module provides enhanced scheduling such as auto scheduling, schedule rotation, and advanced schedule for vacation and other time off.

Click Next to proceed with the Pay Class Setup.

Wizard – Pay Class Setup

10 *From the Pay Class screen define:*

- *Pay Period Interval*
- *Day Change Settings*
- *Overtime Authorization*
- *Hours Authorization*
- *Overtime, Rounding & Meal Rules*



A pay period (interval) with start date (end date for semi-monthly only) must be set. Also, define overtime, and when it should be reset?

Note: *At least 1 Pay Class must be created.*

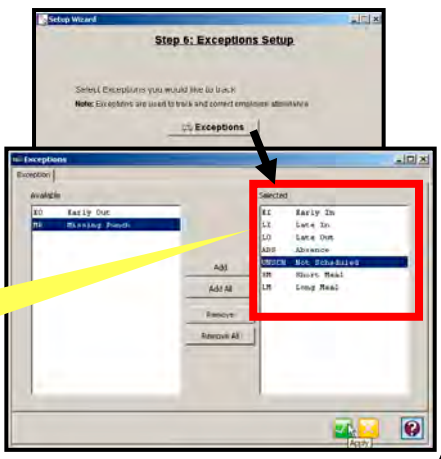
The optional Advanced Pay Class Module provides enhanced day change rules, custom pay period and holiday group setup.

Click Next to proceed with the Exceptions Setup.

Wizard – Exceptions Setup

11 *Exceptions Setup provides the ability to track differences in the time that an employee was scheduled and actual time worked.*

TG has 10 exceptions such as LI – Late In and EO – Early Out, which are generated by using meal rules, schedule, and/or punches.



Note: *The default is all Exceptions are selected.*

Click Next to proceed to Employee Setup.

Wizard – Employee Setup

12 *Employee Setup provides the ability to directly import employee information from a text file. TG allows the entry of employees with unique employee and badge numbers and/or Payroll ID.*

Also, personal & contact information can be entered.

Note: *Define employee Schedules, make Assignments, select Labor Levels and set Wages from the Employees module.*

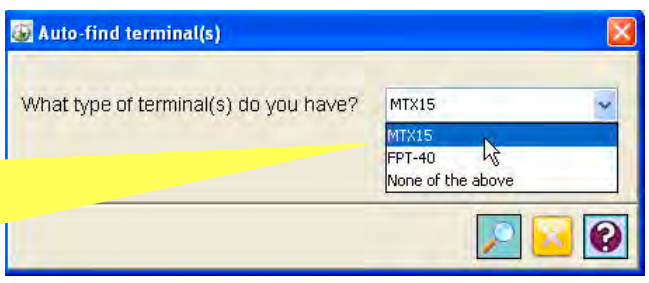
The optional Benefit Time Module provides enhanced tracking of employees time off, limiting to hours earned, and reports.

Click Next to proceed with Clock Setup.

Wizard - Clock Setup Direct Connection

13 *Clock Setup provides the ability to configure the MTX-15 terminal. A default Location will be created for the MTX-15.*

For MTX-15 Direct connection first select Yes ➔ Do you have terminal(s) other than Access Control terminal(s)? then Yes ➔ Do you want to configure terminal(s)? The default MTX-15 Location automatically defines everything. Click on ✓ *button.*



Note: *Upon initial startup after Login, the Auto Find will detect the connected terminal and request selection of terminal type.*

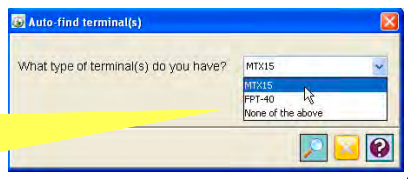
Click Next to proceed to Login Setup.

Wizard - Clock Setup Ethernet Connection

14 *For MTX-15 Ethernet connection first select Yes ➔ Do you have terminal(s) other than Access Control terminal(s)? then Yes ➔ Do you want to configure terminal(s)?*

Click on the Location/Terminal button for Ethernet connection:

- *Select "MTX-15 Default" on the General tab.*
- *Click on Connection tab to select Ethernet for Connection Type and enter your IP Address. The default MTX-15 Location automatically defines everything else for Ethernet. Click on* ✓ *button.*

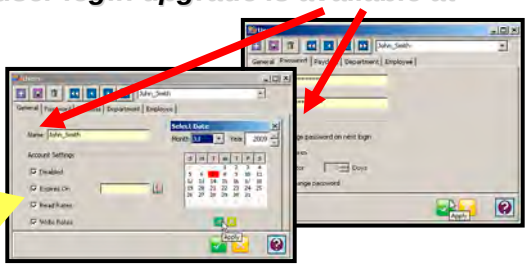


Note: *Upon initial startup after Login, the Auto Find will detect the connected terminal and request selection of terminal type.*

Click Next to proceed to Login Setup.

Wizard - Login Setup

15 *Login Setup provides the ability to decide who will have access to TG and assign employees to a user. Unlimited Login users can be created with different privileges (Admin, Supervisor, or Payroll user) but only one user can concurrently login (additional concurrent user login upgrade is available at http://www.amano.com).*



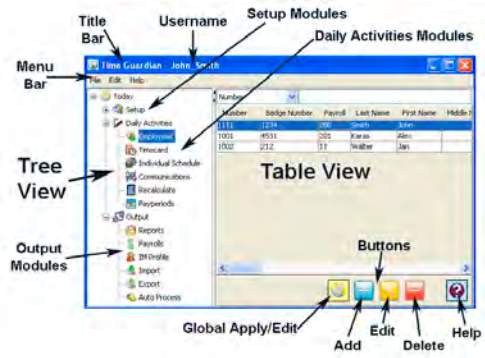
Note: *At least 1 user profile must be created with Admin rights in TG. Please select "Administrator" as the group. Also, the Password needs to be 6 to 20 characters.*

Click ✓ *button to finish the Setup Wizard. The settings can be changed at any time using the Setup Wizard from the Edit menu.*

Wizard – Finish & Login

16 *Congratulations! after the Setup Wizard is complete the TG "Login" screen will appear. Enter a Username and Password created during the Login Setup step and click on the* ✓ *button.*

Username =
Password =



Note: *All employee badge numbers, names, and terminal setup will be downloaded to the MTX-15 from TG.*

For more information see the Time & Attendance Software & MTX-15 User Guides included on the TG CD.
You can also go to www.amano.com/time , e-mail tgsupport@amano.com , or call us at **1-800-253-9836** or 973-364-0294.

Information in this document is subject to change without notice. Reproduction in any manner without the written permission of Amano is strictly forbidden.

AMX-406800 ● Copyright © 2010 Amano Cincinnati, Inc. ● 05/10